

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
SEPTEMBER 8 – 12, 2014**

MONDAY, SEPTEMBER 8, 2014

- | | | |
|-----------|---------------------------------------|--|
| *10:00 am | Transportation Coordinating Committee | GB Metro Transportation Center
901 University Avenue |
| *11:30 am | Harbor Commission | Port & Resource Recovery
2561 S. Broadway |
| *4:30 pm | Neville Public Museum Governing Board | 3 rd Floor Board Room, Neville Museum
210 Museum Place |
| *5:30 pm | Executive Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, SEPTEMBER 9, 2014
(No Meetings)

WEDNESDAY, SEPTEMBER 10, 2014
(No Meetings)

THURSDAY, SEPTEMBER 11, 2014

- | | | |
|----------|----------------------|--|
| *5:15 pm | Human Services Board | Board Rm A, Sophie Beaumont
111 N. Jefferson Street |
|----------|----------------------|--|

FRIDAY, SEPTEMBER 12, 2014
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, September 8, 2014

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	_____	Cole Runge	_____
Vinnie Caldara	_____	Mary Schlautman	_____
Brandon Cooper	_____	Julie Tetzlaff	_____
Pat Finder-Stone	_____	Lisa VanDonsel	_____
Kathy Hillary	_____	Derek Weyer	_____
Debbie Johnson	_____	Tina Whetung	_____
Patty Kiewiz	_____	Genny Willemon	_____
Greg Maloney	_____	John Withbroe	_____
Barbara Natelle	_____	Vacant – BC Exec.	_____
Sandy Popp	_____	Vacant – BC Board	_____

ORDER OF BUSINESS

1. Introduction of Mallory Cornelius as the new ASPIRO representative.
2. Approval of the June 9, 2014, Transportation Coordinating Committee (TCC) meeting minutes.
3. Presentation of recommended CY 2015 Section 5310 Program funding awards by the Brown County TCC Section 5310 Program Review Subcommittee.
4. Recommendation to the Brown County Planning Commission Board of Directors regarding CY 2015 Section 5310 Program funding awards.
5. Update regarding a Request for Proposals (RFP) for Green Bay Metro paratransit service providers.
6. Round robin discussion about paratransit service.
7. Discussion and possible action regarding rescheduling the TCC's December 15, 2014, meeting.
8. Other matters.
9. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 BY 3:00 P.M. ON THE THURSDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION
Monday, September 8th – 11:30 am

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

1. Call to order
2. Roll Call
3. Approval/Modification – *Meeting Agenda*
4. Approval/Modification – *July 21, 2014 Meeting Minutes*
5. Cell Tower Sale Offer – *Update*
- 5A. Terminal Operator Concerns about Fox River Environmental Dredging –
Request for Action
6. Strategic Planning Subcommittee – *Update*
7. WCPA Annual Meeting – *Update*
8. Renard Island – *Update*
9. Cat Island - *Update*
10. Director's Report – *Update*
11. Audit of Bills – *Request For Approval*
12. Tonnage Report– *Request for Approval*
13. Such Other Matters as Authorized by Law
14. Adjourn

Any person wishing to attend whom, because of disability requires special accommodations should contact the Brown County Port and Resource Recovery Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda



NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

September 8, 2014

4:30 p.m.

Neville Public Museum
Third Floor Board Room

- I. Call meeting to order
- II. Approve/modify agenda
- III. Kirsten Smith report regarding 2014-2015 school tour program goals
- IV. Louise Pfotenhauer briefing of an artifact inquiry
- V. Museum Director's Report
- VI. Such other matters as authorized by law
- VII. Adjournment

Kevin Kuehn, Chair

Please contact Beth Lemke at 448-7848 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BOARD OF SUPERVISORS

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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, September 8, 2014

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of August 11, 2014.

Comments from the Public

Public Hearing

1. Public Hearing on the proposed issuance of Brown County, Wisconsin General Obligation Airport Improvement Refunding Bonds, Series 2014C (AMT) (the "Refunding Bonds") in an amount not to exceed \$4,795,000, which bonds are being issued to refund to refinance certain maturities of the County's \$7,000,000 General Obligation Airport Improvement Bonds, Series 2004A dated August 1, 2004 (the "Prior Bonds"). TEFRA notice – *See Item 18.*

Communications

2. Communication from Supervisor Robinson re: That the County Board handle all decisions as separate agenda items and resolutions, and not through approval of committee minutes and notes. *Held for a month.*
3. Communication from Supervisor Dantine re: To have Administration look into the problem of employee parking and its cost and report back. *Held for a month.*
4. Communication from Supervisor Hoyer re: Offer couple/family benefits to county employees with domestic partnerships in 2015 budget. *Referred from July Admin Committee.*
 - a) Resolution Offering Healthcare Benefits to Registered Domestic Partners Employed by Brown County. *Held until the U.S. Appeals Court took action on the constitutionality of the matter.*
**Information to be passed out at the meeting.*

Vacant Budgeted Positions (Request to Fill)

5. Child Support – Accounting Technician - Vacated 7/31/14.
6. Child Support – Clerk/Typist II - Vacated 9/8/14.
7. Emergency Management – Emergency Management Coordinator - Vacated 8/11/14.
8. Human Services – Clinical Social Worker - Vacated 9/2/14.
9. Human Services – Social Worker Supervisor (Child Protection) - Vacated 9/4/14.
10. Human Services (CTC) – Assistant Director of Nursing Home - Vacated 8/11/14.
11. Museum – Assistant Director - Vacated 11/11/13.
12. Port & Resource Recovery – Resource Recovery Associate (.5 FTE) - Vacated 8/6/14.
13. Technology Services – Delivery & Receiving Clerk (.53 FTE) - Vacated 8/21/14.

Legal Bills

14. Review and Possible Action on Legal Bills to be paid.

Reports

15. County Executive Report.
16. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Financial Report for July, 2014.
 - b) Proposed Monthly Update Status Report (August 1 – August 31, 2014).
 - c) Discussion and possible action on the Final Internal Audit Report – Purchasing Function for Public Works Highway Department.
17. Human Resources Report.

Resolutions, Ordinances

18. Initial Resolution Authorizing the Issuance of Not to Exceed \$4,795,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin.
19. Initial Resolution Authorizing the Issuance of Not to Exceed \$2,440,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin.
20. Resolution re: Change in Table of Organization for the Human Services Department (Lead Economic Support Specialist).
21. Resolution re: Change in Table of Organization for the Technology Services Department (Server, Storage & Virtualization Specialist).

Other

22. Such other matters as authorized by law.
23. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Jeremy Kral, Executive Director

**MEETING OF THE HUMAN SERVICES BOARD
Thursday, September 11, 2014**

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of August 14, 2014 Human Services Board Meeting.
4. Executive Director's Report.
5. 2013 Annual Report.
6. Review and Endorsement of Proposed 2015 Budget.
7. Financial Report for Community Treatment Center and Community Programs.
8. *Statistical Reports.
 - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
9. *Request for New Non-Continuous Vendor.
10. *Request for New Vendor Contract.
11. Other Matters.
12. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



SEPTEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day <i>County Board Office Closed</i>	2	3 Pub Safety 11am Sheriff's Dept_ Ed & Rec 5:30pm Denmark Library	4 	5	6
7	8 Executive Cmte 5:30 pm	9	10 Listening Session Denmark Village Hall @ 6:00 pm	11	12	13
14 	15	16 Vets Recognition Subcommittee 5:00 pm	17 CICB 8:00 am Listening Session 2nd Floor City Hall 5:00 pm Board of Supervisors 7:00 pm	18	19	20
21 	22 Land Con 6:00 pm PD&T 6:15 pm	23	24 Human Svc 5:30 pm	25 Admin 5:30 pm	26	27
28 	29	30				

OCTOBER 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Pub Safety 11am Sheriff's Dept Ed & Rec 5:30pm Neshota Park	2 	3	4
5	6 Executive Cmte 5:30 pm	7	8	9	10	11
12 	13 <i>Columbus Day</i>	14	15 Board of Supervisors 7:00 pm	16	17	18
19 	20	21 Vet Subcmte 5pm Human Svc Reg & Budget 6:30pm @ ASPIRO	22	23 Admin Reg & Budget 5:30 pm	24	25
26 	27 Land Con 5:30 pm Plan Dev & Trans Reg & Budget	28 Executive Cmte Budget Mtg 5:30 pm	29	30	31 <i>Halloween</i> 	

***The October Budget Meeting Dates and Times are tentative. The dates above reflect when the committees met last year.*

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center Nomination & HR (August 25, 2014)
- Planning Commission Board of Directors (June 4, 2014)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY NOMINATING & HUMAN RESOURCES MEETING August 25, 2014

PRESENT: Tom Diedrick, Joan Swigert, Keith Pamperin, Beth Relich, Barbara Robinson, Lisa Van Donsel

ALSO PRESENT: Devon Christianson, Christel Giesen, Debra Bowers,Guadalupe Mercado

The meeting was called to order by Tom Diedrick at 4:03 p.m.

PLEDGE OF ALLIGIANCE.

INTRODUCTIONS: None.

ADOPTION OF AGENDA: Ms. Relich /Ms. Van Donsel moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF FEBRUARY 18, 2013:Ms. Van Donsel/ Ms. Relich moved to approve the minutes of the regular meeting of April 22, 2014. **MOTION CARRIED.**

POSITION REQUEST FOR LTE POSITIONS

The Aging and Disability Resource Center of Brown County was approached by the State of Wisconsin regarding the upcoming Family Care enrollment period. Currently there are about 1,620 consumers currently receiving Waiver services that will need to be enrolled into a new managed care program. The ADRC staff will need to meet face to face with each consumer to enroll them into a different program by September 30th of 2015.. In addition to the current Waiver enrollments, the ADRC will begin to meet and do enrollment counseling with individuals who are on the wait list and those individuals who have never applied for long term care program before on March 1st Ms. Christianson emphasized the importance of educating the community about the changes and opportunities that come with Family Care.The state of Wisconsin provided additional funds to support the transition. These funds will allow the ADRC to hire limited term employees to accomplish all of the additional work.

The state of Wisconsin announced that they would fund several 40 hour limited time positions for the ADRC from September 2014 through September 2015. Ms. Christianson referred to the 2014/15 ADRC Enrollment Budget Summary handout to show the breakdown of the budget provided by the state. The budget allocation will include salaries, supplies, travel, and office space. Two positions were presented: The limited term Enrollment Clerk will be managing all of the appointments for home visits and all of the paperwork for enrollment. The Limited term Enrollment Counselors will do enrollment counseling and help consumers with any enrollment questions they might have. In the budget there is room to use 16 hours of a current ADRC Information and Assistance Specialist to mentor and train the limited term employees. The state of Wisconsin will require the ADRC to capture 50% of the limited term employee's salary from Medical Assistance claiming, resulting in all of the hired on limited term employees to MA claim every 15 minutes. The challenge ahead will be to find employees that will be willing to work under a limited term contract of one year. Ms. Christianson expressed that these new limited term employees will be a great help for the ADRC to stay balanced and still provide consumers with great resources.

The Committee members made note of concerns regarding the amount of support and supervision limited term employees require and would recommend additional supervisory support as the project proceeds.

Mr. Pamperin/ Ms. Swigert moved to approve the Enrollment Counselor position and Enrollment Clerk position as outlined by the budget that was submitted with a mentor of 0.4 FTE included for training and mentoring. **MOTION CARRIED.**

JOB DESCRIPTION APPROVAL: SWITCHBOARD:

The current Switchboard Operator is retiring on September 2, 2014. Ms. Christianson referred to the Switchboard Operator job description handout to show the revised tasks. The switchboard position is the result of a reorganization of our front desk, reception and office assistant's role. The current switchboard operator is in a separate office and is able to transfer calls more efficiently in this new role. There was no change in salary, but a change in title and a few small changes in the duties.

Ms. Relich/ Ms. Robinson moved to approve the revised job description for Switchboard Operator. **MOTION CARRIED.**

NOMINATIONS NEEDED FOR 2015 BOARD POSITIONS

A. OLDER ADULT REPRESENTATIVE:

The board will have two open positions for two representatives for older adults in 2015. Ms. Christianson asked the board for advice and strategies to find new board members. There will be a job description sent out to the board members for the open positions.

B. PHYSICAL DISABILITIES REPRESENTATIVE:

The Board will also have one open position for a representative for adults with physical disabilities for the year of 2015.

Discussion occurred about the open position to have a representative for the Oneida community on the board. The board hopes to be able to add an Oneida member as soon as is feasible.

NEXT MEETING- The next board meeting will be Thursday August 28, 2014 and will be held at Options for Independent Living.

ADJOURN: Ms. Van Donsel / Ms. Swigert moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 4:44p.m.

Respectfully submitted,
Guadalupe Mercado, Office Assistant

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, June 4, 2014
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Dotty Juengst	<u>X</u>
James Botz	<u>X</u>	John Klasen	<u>X</u>
Paul Brewer	<u>X</u>	Michael Malcheski	<u>X</u>
William Clancy	<u>X</u>	Ken Pabich	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Scott Puyleart	<u>X</u>
Ron DeGrand	<u>X</u>	Dan Robinson	<u>X</u>
Bernie Erickson	<u>X</u>	Ray Tauscher	<u>X</u>
Steve Gander	<u>X</u>	Mark Tumpach	<u>Exc</u>
Steve Grenier*	<u>X</u>	Steve VandenAvond	<u>Exc</u>
Colleen Harris	<u>X</u>	Jason Ward	<u>X</u>
Fritz Heitl (confirmation in progress)	<u> </u>	Dave Wiese	<u> </u>
Phil Hilgenberg	<u>X</u>	Reed Woodward	<u>X</u>

OTHERS PRESENT: Chris Bertch (Federal Transit Administration), Lisa J. Conard, Philip Gritzmacher (WisDOT), Brown County Board Supervisor Dave Kaster, Jim Kuehn (WisDOT), Dwight McComb (Federal Highway Administration), Cole Runge, and Aaron Schuette.

*Note: Steve Grenier was excused at 6:48 p.m.

1. Approval of the minutes of the May 7, 2014, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by R. DeGrand, seconded by R. Tauscher, to approve the minutes of the May 7, 2014, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Presentation by Federal Highway Administration and Federal Transit Administration representatives regarding the MPO's 2014 Certification Review.

Chris Bertch introduced himself and stated that the Certification Review began this morning and will be completed the following day at around noon. He also stated that a Certification Review open house meeting was held prior to the BCPC Board of Directors meeting. One member of the public attended the open house meeting. The attendee provided positive comments about the MPO staff and the transportation planning work being done in the Green Bay Urbanized Area.

C. Bertch provided an overview of the Certification Review process via PowerPoint.

Reasons for the Certification Review:

- Substantial federal-aid transportation funding is provided to the Green Bay Metropolitan Area
- Federal transportation regulations lay the framework for a cooperative regional transportation planning process to guide transportation funding investments in urban areas
 - Every 4 years FTA & FHWA jointly review and certify the metropolitan transportation planning process for those areas over 200,000 population
 - As of the 2010 Census, Green Bay is now classified as a Transportation Management Area (TMA)
- Review includes seeking public input
 - Inform Federal Certification Review Team of how well the planning process addresses regional transportation needs
 - Inform public about Federal transportation planning requirements

Purpose of the review:

- Review of the planning process
- Evaluate how the agencies designated with responsibility carry out the process on a daily basis
 - Brown County Planning Commission (BCPC)
 - Wisconsin Department of Transportation (WisDOT)
 - Transit Operators (Green Bay Metro)

Outcome of the Certification Review:

- Summary report compiled following the close of the comment period
- Report will support a certification determination relative to federal metropolitan transportation planning requirements
- MPO's process is either:
 - Certified;
 - Certified subject to certain corrective actions;
 - Certified for use of only certain construction funding categories; or
 - Not certified

D. Juengst asked C. Bertch to summarize the Certification Review to date.

C. Bertch stated that he was pleased with MPO staff responses during the review and with the information that was provided by MPO staff prior to the review.

D. Robinson asked about public input.

C. Bertch stated that MPO staff reached out to the public and invited them to participate in the Certification Review process. The public comment period ends on June 20.

C. Runge stated that postcards were mailed to the interested parties on the MPO's Public Participation Process list and that a notice was published twice in the Green Bay Press-Gazette. MPO staff also posted the notice on the BCPC website, Facebook, and Twitter.

C. Bertch stated that typically people will engage in the process if they are unhappy.

D. Robinson asked for "best practices" in engaging the public.

B. Erickson stated that typically it takes an incentive, such as providing lunch.

C. Runge noted that in addition to the introduction of social media, the MPO staff is in the process of converting our public participation/interested parties list to email to increase the potential of reaching many more people.

M. Malcheski asked C. Bertch if the US DOT was considering hydrogen refueling mandates.

C. Bertch stated he was unaware of any effort to do so. C. Bertch stated the most common alternative approach is CNG (Compressed Natural Gas). Many transit systems have converted their entire bus fleets from diesel to CNG.

3. Discussion and action regarding the *Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan*.

L. Conard referred to the staff report and noted that she provided an overview of the draft Title VI plan to the BCPC Board of Directors at its May meeting.

L. Conard stated that as a subrecipient of federal funds, the BCPC is required to comply with *Title VI of the Civil Rights Act of 1964* and all related regulations.

L. Conard noted that an informational postcard was sent to approximately 150 potential interested parties. A 45-day public review and comment period and public hearing was held. In addition, information was available in the newspaper and on the MPO website.

L. Conard stated the draft included in the packet differs slightly from the previous draft as it reflects comments received from Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and WisDOT staff. In addition, the table on page 7 was updated to reflect an approximately 7% Hispanic population in Brown County.

FHWA, FTA, and WisDOT staffs have had the opportunity to review the revisions and believe that the plan meets the letter of the law.

D. Robinson asked about the public outreach effort as it relates to the Limited English Proficiency (LEP) provision of the plan and asked if the notices were printed in languages other than English.

L. Conard stated no. L. Conard stated that informational postcards were sent to area agencies that have a strong relationship with the targeted populations, but the postcards were printed in English.

D. Robinson asked about the American Community Survey (ACS) results as they related to the English speaking population.

L. Conard explained that through the ACS survey, 95.1% of the population above age 5 stated that they speak English well. The MPO has in the past converted information into other languages on an as-needed or as-appropriate basis. For example, MPO staff has conducted transit rider surveys in both English and Spanish.

C. Runge stated that the staff from the FHWA, FTA, and WisDOT are in the audience and are available to answer any questions the BCPC Board of Directors may have.

A motion was made by D. Juengst, seconded by R. DeGrand, to suspend the rules to allow interested parties to speak.

Jim Kuehn of WisDOT stated that the MPO used the four-factor LEP analysis (page 31). The MPO must take reasonable steps for providing language assistance. Costs associated with providing language assistance may be considered.

D. Robinson asked if the Title VI document needed to be reviewed each year.

J. Kuehn stated that annual Title VI reporting is required, but an annual update of the Title VI plan is not required.

D. Juengst asked about the public participation/interested parties list and suggested MPO staff add appropriate school district staff to the list.

C. Runge stated that school districts are included on the list, but MPO staff will also attempt to identify specific people within the schools who work with Title VI populations.

L. Conard stated that all of the active Neighborhood Associations within the City of Green Bay received a notice. MPO staff can identify Neighborhood Associations that include a higher percentage of targeted populations. In addition, MPO staff will be adding a column to the public participation list and a check mark will be placed in the column if that individual or entity has a Title VI interest. This will also help to quantify outreach efforts.

D. Robinson stated that he would like to see the notice published in Spanish and Hmong.

D. Robinson stated that the make-up of the BCPC Board of Directors and Transportation Subcommittee do not proportionally reflect the community they serve. D. Robinson stated he is not suggesting we solicit membership based on race, but wanted it to be noted.

D. Juengst noted that the county's low-income population is discussed.

L. Conard noted that although low-income is not one of the three Title VI targeted populations (race, color, and national origin), an Executive Order to address Environmental Justice was signed by the president directing all federal departments, including the US DOT, to address low-income and minority populations in the planning, programming, and policy development process. MPO staff has addressed this in the Title VI document and has detailed the populations in tables and maps.

B. Erickson reminded the BCPC Board of Directors that the Brown County Board passed an English-only resolution 12 years ago.

A motion was made by J. Ward, seconded by D. Juengst, to return to regular order of business. Motion carried.

A motion was made by K. Pabich, seconded by S. Gander, to approve the *Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan*. Motion carried.

4. Discussion and action to develop a recommendation for a preferred option for the reorganization of the Brown County Planning Commission Board of Directors representation and structure.

A. Schuette provided an overview of the four options:

Option 1: Current BCPC Board Organization with a total of 24 Commissioners.

- Green Bay (7)
- De Pere (1)
- Suburban villages as of 2001 (3)
- Rural towns share (8)
- Rural villages of Pulaski, Wrightstown, and Denmark share (2)
- County Executive Appoints County Board Members
 - Green Bay (1)
 - Urban Community non-Green Bay (1)
 - Rural (1)

Option 2: Current BCPC Board Organization + TMA-Required Representatives.
Total of 26 Commissioners:

- Green Bay (7)
- De Pere (1)
- Suburban villages as of 2001 (3)
- Rural towns share (8)
- Rural villages of Pulaski, Wrightstown, and Denmark share (2)
- County Executive Appoints County Board Members
 - Green Bay (1)
 - Urban Community non-Green Bay (1)
 - Rural (1)
- At-Large (2) per TMA requirements
 - WisDOT (1)
 - Public Transit (1)

Option 3: BCPC Board Reorganization to Address Bellevue, Hobart, and Suamico Incorporation and TMA Required Representatives: 26 Commissioners.
Changes include:

- Green Bay (5)
- De Pere (1)
- Suburban villages plus incorporated villages of Bellevue, Hobart, and Suamico each get (1) for a total of (6)
- Ledgeview as the most populous town (1)
- Rural towns share (6)
- Rural villages of Pulaski, Wrightstown, and Denmark share (2)
- County Executive Appoints County Board Members
 - Green Bay (1)
 - De Pere (1)
 - Rural (1)
- At-Large (2) per TMA requirements
 - WisDOT (1)
 - Public Transit (1)

Option 4 (handed out at the meeting): Based on Feedback from Municipalities, 28 Commissioners. Representation is as follows:

Green Bay (7)

De Pere (1)

Suburban villages plus incorporated villages of Bellevue, Hobart, and Suamico each get (1) for a total of (6)

Ledgeview as the most population town (1)

Rural towns share (6)

Rural villages of Pulaski, Wrightstown, and Denmark share (2)

County Executive Appoints County Board Members

Green Bay (1)

De Pere (1)

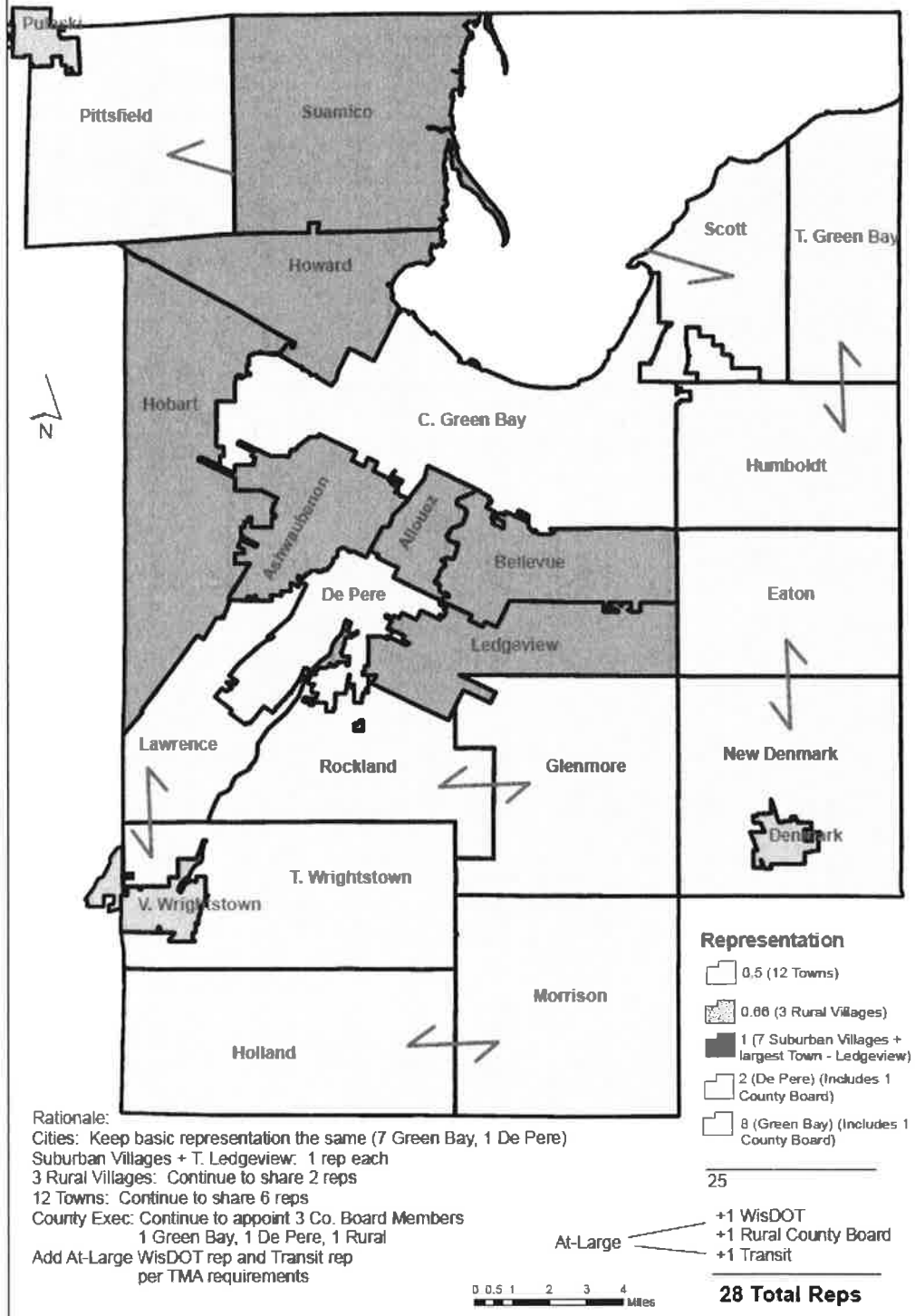
Rural (1)

At-Large (2) per TMA requirements

WisDOT (1)

Public Transit (1)

NEW OPTION 4 Based on Feedback from Municipalities



A. Schuette reported that he had received the following information regarding community preferences:

- Village of Bellevue Option #3
- Village of Ashwaubenon Option #3
- Village of Hobart Option #3
- Village of Suamico Option #3
- Town of Ledgeview Option #3
- Town of Rockland Option #2

K. Pabich stated that the City of De Pere would prefer a smaller Board of Directors and suggested 16 members.

C. Harris stated the Town of Scott would prefer Option #2.

P. Blindauer stated he spoke with Steve Grenier prior to the meeting. The City of Green Bay would be in favor of Option #2.

S. Gander reiterated that the Town of Rockland would prefer Option #2.

N. Dantinne stated he received phone calls from a couple of towns preferring Option #2 to just add the required Transit and WisDOT members.

R. Tauscher stated that Option #3 pairs the Town of Pittsfield with the Town of Scott. Both communities have similar issues and this would be a good fit.

A. Schuette reminded the BCPC Board of Directors that according to state law, the governing bodies of at least half of the local units of government in Brown County that represent at least half of the county's population must adopt resolutions to change the organizational structure of the BCPC Board of Directors.

P. Blindauer asked A. Schuette if he considered a downsizing option.

A. Schuette stated he had, but it did not fit well with assigning representation based on population and balancing interests.

A motion was made by M. Malcheski, seconded by P. Brewer, to recommend Option #3 to Brown County communities. Motion carried 11-8.

Discussion occurred relating to the probability of Option #3 being passed by half of the local units of government representing half the population of the county. All agreed Option #3 would not result in the 50%/50% needed for approval.

C. Runge addressed the timeline for completing the reorganization and stated that if the public transit and WisDOT representatives are not added to the BCPC Board of Directors by October 1, 2014, the urbanized area's federal funding for roadway, transit, and other projects could be withheld until the two positions are added.

Discussion occurred relating to the likely loss of time in meeting the October deadline should the BCPC Board of Directors recommend Option #3.

Further discussion occurred relating to the pros and cons of each alternative and its potential to meet the 50%/50% requirements.

P. Hilgenberg suggested that the BCPC Board of Directors recommend Option #2 to enable the two required members to be added before the October 1, 2014, deadline. Then, over the next several months, the BCPC Board of Directors can develop alternatives and a recommendation that meets the needs of all communities.

Several commissioners agreed with this concept.

C. Runge pointed out that this would require communities to approve one resolution to meet the TMA requirements and a second resolution to address the requests from Bellevue, Suamico, and Hobart for their own representatives.

P. Blindauer stated he agreed with P. Hilgenberg and suggested that the BCPC Board of Directors create a formula that could be followed when modifying membership.

D. Juengst agreed.

A motion was made by D. Robinson, seconded by J. Klasen, to suspend the rules to allow interested parties to speak.

Brown County Board Supervisor Dave Kaster spoke in favor of Option #3. Supervisor Kaster stated that the board needs to be reorganized as the discussion tonight demonstrates that there is an imbalance in representation.

A motion was made by D. Robinson, seconded by R. DeGrand, to return to regular order of business. Motion carried.

M. Malcheski called for Point of Order.

A motion was made by M. Malcheski, seconded by B. Erickson, to reconsider the vote regarding Option #3. Motion carried 17-2.

A motion was made by R. DeGrand, seconded by B. Erickson, to recommend Option #4 for the structure of the Brown County Planning Commission Board of Directors. Motion carried 14-5.

BCPC staff was directed by the BCPC Board of Directors to explain the urgency and request the resolutions back from local units of government by July 20, 2014.

A. Schuette stated he will send a memo and a sample resolution to the local units of government by Friday, June 6.

5. *Notification of Administrative Modification #1 to the 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.*

L. Conard referred to the staff report and stated that the federal requirement for an administrative modification to the TIP was notification of the BCPC Board of Directors.

The modification was necessitated as a result of WisDOT identifying two projects for funding under the Highway Safety Improvement Program (HSIP). The item previously appeared as a "Grouped Project" (projects yet to be determined) in the TIP.

A motion was made by D. Juengst, seconded by W. Clancy, to receive and place on file the modification. Motion carried.

6. Review and action on local assistance contracts to update the Town of Glenmore and Village of Wrightstown Comprehensive Plans.

A. Schuette stated staff had reached agreements with the town and village to provide comprehensive plan services in 2015.

A motion was made by K. Pabich, seconded by R. Tauscher, to approve the local assistance contracts to update the Town of Glenmore and Village of Wrightstown Comprehensive Plans. Motion carried.

7. Brown County Planning Commission staff updates on work activities during the month of May 2014.

A motion was made by B. Erickson, seconded by K. Pabich, to receive and place on file the staff updates. Motion carried.

8. Other matters.

S. Gander stated that CTH ZZ is closed and the detours are confusing.

9. Adjourn.

A motion was made by P. Brewer, seconded by R. DeGrand, to adjourn. Motion carried.

The meeting ended at 8:16 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
June 4, 2014**

May 2014 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the Brown County Planning Commission Board of Directors meeting the evening of May 7.
- Continued to research and analyze background materials for the Brown County Research and Business Park.
- Prepared for and participated in meetings with the Brown County Corporation Counsel, Brown County Principal Transportation Planner, and Brown County Public Works Department Director and Engineering Manager to discuss design and other issues associated with the CTH GV reconstruction project.
- Conducted staff meetings.
- Attended the May Advance Municipal Issues meeting and provided a presentation regarding the Brown County Research and Business Park.
- Attended the May Schmitt Park Neighborhood Association meeting and provided a presentation regarding the Brown County Research and Business Park.
- Met with Airport staff to discuss a future industrial park.
- Met with Airport staff regarding the Wisconsin Economic Development Corporation Certified Sites Program for Airport non-aeronautical property.
- Met with Brown County Department of Administration staff and representatives of the Village of Suamico regarding the Suamico TIF #4.
- Attended the May meeting of the Airport Development Committee.
- Interviewed applicants for the Administrative Secretary position and completed the recruitment process to fill the vacant position.
- Coordinated with UW Extension staff to develop economic development questions for the UW-Green Bay Chancellor candidates and attended five open forums sessions to evaluate the candidates. Made a recommendation to the County Executive for a preferred candidate.
- Developed site information at the request of a business prospect for the Brown County Research and Business Park.
- Met with the County Executive to provide and coordinate various economic development projects.
- Attended the May 5 meeting of the Brown County Economic Development Revolving Loan Fund Committee.
- Met with planning staff to discuss various Community Development Block Grant (CDBG)-Housing projects and related administrative processes.
- Evaluated City of Green Bay Zoning Code restrictions for a Brown County Public Works Department project.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Continued to work on the 2010-2012 Green Bay Metropolitan Area Intersection Crash Study. Work on the study included analyzing crash data at intersections with relatively high crash rates and continuing to develop the draft study document.

- Completed answers to additional questions from WisDOT, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) concerning the MPO's 2014 Certification Review.
- Continued to work with WisDOT, FHWA, and the consulting firm hired to complete a traffic analysis for the US 41 Interstate Access Justification Report (IAJR) to finish the analysis under FHWA's new methodology guidelines.
- Answered questions from the Village of Allouez about the Transportation Alternatives Program (TAP). Also corresponded with the WisDOT TAP Coordinator about the program's guidelines.
- Completed a revised version of the CTH GV Environmental Report (ER) and sent it to the WisDOT Northeast Region Office to review and forward to FHWA.
- Developed two traffic circulation and safety improvement concepts for Cormier School in Ashwaubenon at the request of the school's principal. Also submitted the concepts and written observations and notes to the principal and Ashwaubenon's Public Works Director for review and comment.
- Participated in three conference calls with representatives of WisDOT and other large MPOs in the state to discuss the Section 5310 Program's guidelines and application process for 2014.
- Discussed questions about the Green Bay Metropolitan Planning Area (MPA) Boundary and the Urbanized Area's functional classification system with representatives of the WisDOT Northeast Region Office and Central Office.
- Participated in a Brown County department directors meeting at the Neville Museum.
- Participated in a quarterly MPO directors meeting in Madison.
- Prepared for and participated in a conference call with WisDOT representatives to set the agenda for the MPO's mid-year review.
- Prepared a legal notice for the MPO's certification review. Also distributed the notice to members of the Brown County Planning Commission (BCPC) Board of Directors and BCPC Transportation Subcommittee.
- Developed the agenda for the June meeting of the Brown County Transportation Coordinating Committee (TCC).
- Answered a question from a Brown County Supervisor regarding funding for a specialized transportation vehicle for a local non-profit agency. Also shared this information with the non-profit agency's director.
- Researched the process that must be followed to establish access controls along county highways.
- Developed a summary of why the BCPC Board of Directors (as the Green Bay MPO Policy Board) must add a representative of Green Bay Metro and a representative of WisDOT. This summary was incorporated into a letter to communities regarding the reorganization of the BCPC Board of Directors.
- Reviewed a report from Smart Growth America entitled *Measuring Sprawl 2014*.
- Facilitated two weekly MPO staff meetings.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Completed a draft Natural, Cultural, and Agricultural Resources Chapter for the Town of Rockland Comprehensive Plan Update. Made revisions to the chapter based upon feedback from the Town of Rockland Planning Commission.
- Attended and presented at the Town of Rockland Planning Commission meeting on the evening of May 20.

- Presented a comprehensive plan proposal to the Village of Wrightstown Committee of the Whole meeting on the evening of May 20.
- Prepared a contract to update the Village of Wrightstown Comprehensive Plan.
- Prepared a comprehensive plan proposal to the Town of Green Bay.
- Prepared a comprehensive plan proposal to the Town of Morrison.
- Continued working on updates to the Natural and Cultural Resources Chapter and Land Use Chapter of the Brown County Comprehensive Plan.
- Completed nine environmental reviews for regional CDBG-Housing projects in Manitowoc County (3), Door County (2), and Marinette County (4).
- Completed three historic review requests to the Wisconsin Department of Administration for the regional CDBG-Housing program, and one for the Brown County CDBG-RLF program.
- Completed and submitted a quarterly reimbursement request for the CDBG-Housing program.
- Updated all CDBG-Housing program financial/project journals.
- Met with a U.S. Department of Housing and Urban Development researcher to discuss development trends in Brown County on May 1.
- Assisted the Village of Hobart with their Wisconsin Working Lands zoning ordinance submittal package.
- Assisted the Town of New Denmark with their Wisconsin Working Lands zoning ordinance submittal package.
- Assisted the Town of Eaton with their Wisconsin Working Lands zoning ordinance submittal package.
- Received letter from the U.S. EPA approving final closeout of the Brownfield grant.
- Prepared a memo to all Brown County municipalities regarding potential reorganization options for the Brown County Planning Commission Board of Directors.
- Assisted Brown County Housing Authority staff with the identification of rural areas of Brown County for a housing program.
- Assisted 42 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during May.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 8 new certified survey maps (CSMs). Completed review of 12 CSMs. Signed and filed 12 CSMs.
- Completed review of one preliminary plat. Began review of four final plats. Completed review of three final plats. Signed and filed two subdivision plats.
- Completed review letters and certification letters for one plat in the City of Green Bay.
- Responded to one private and four public Water Quality Letter requests.
- Review of smaller ESA and SSA related issues and inquiries to develop solutions for smaller projects.
 - Field visited a site in Bedford Heights Subdivision in the Village of Bellevue to determine if a driveway near a designated ESA was possible. Staff determined that the ESA was potentially land unsuitable for building, with a reduced setback, and a plan correction may resolve most issues.
 - Field visited a site near Canterbury Castle Lane in the Village of Howard. The site had wetland and steep slopes. It was determined that the slopes would be land unsuitable for building and not an ESA. Development in the steep slope likely would require a geotechnical study.
- Reviewed and approved two ESA plan corrections:

- A Village of Suamico plan correction updating a steep slope, wetland setback and floodway setback on Lot 2 of Moose Creek Estates to reflect the most current ESA restrictions was reviewed and approved by Planning staff on May 15. No review by Planning Commission Board of Directors or the WDNR is required.
- A Village of Howard plan correction updating a wetland setback and floodway setback on Lot 33 of Hidden Creek to reflect the most current ESA restrictions was reviewed and approved by Planning staff on May 15. No review by Planning Commission Board of Directors or the WDNR is required.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Continued development of the future land use map portion of the Suamico Comprehensive Plan with staff and an advisory committee that met on April 22. The Future Land Use map may take a few months to develop, but is the final portion of the plan to be completed before approvals can begin.
- Continued contact with staff from Department of Public Works regarding the needs for data collection and updates related to the new MS4 Permit for Brown County. Certain work plans expire this year.
- Participated in a nationwide teleconference regarding Environmental Protection Agency and Clean Water Act definitions for waters of the United States.
- Continued the development of an update to the Brown County Sewage Plan.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Held public hearing on the *Draft Green Bay Metropolitan Planning Organization (MPO) Title VI and Non-Discrimination Program/Limited English Proficiency Plan*. Received comments regarding draft from FHWA, FTA, and WisDOT and made adjustments to the draft. Worked with Transportation/GIS Planner to incorporate census based data into the plan. An approved Title VI plan will help ensure that the MPO does not discriminate based on race, color, and national origin.
- Presented the Transportation Alternatives Program (TAP) project to the BCPC Board of Directors at its meeting the evening of April 2. Forwarded BCPC Board of Directors action to WisDOT for approval.
- Began and finalized the May edition of the *Green Bay Metro Quarterly Route Data and Analysis Report*. All of Metro's full service fixed routes were evaluated.
- Collaborated with WisDOT staff regarding a change in its program regarding the designation of Highway Safety Improvement Program (HSIP) funds to specific projects. Began and completed *Administrative Modification #1 to the 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Prepared staff report.
- Began soliciting projects for inclusion in the *2015-2019 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
- Participated in three conference calls held by WisDOT in an effort to educate TMA staff on the upcoming Federal Section 5310 cycle. The MPO will have approximately \$163,000 to

spend on qualifying projects for 2015. WisDOT is scheduled to release the application mid-June. Developed mailing list for potential applicants. Answered questions from potential applicants.

- Reviewed results of a survey completed by Green Bay Metro ADA paratransit clients. The intent of the survey is to assess the performance of MV, the private-for-profit transportation company under contract with Metro to provide the service.
- Prepared informational postcard regarding the upcoming MPO certification review open house and presentation.
- Began converting public participation list from hard copy (mailing addresses) to electronic (email) delivery.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended MPO staff and BCPC staff meetings as necessary.
- Participated in the Green Bay Transit Commission meeting on May 14.
- Participated in the Brown County Planning Commission Board of Directors meeting on May 7. Recorded and wrote minutes.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Continued coordinating the 2014 aerial photography project. Flights over Brown County occurred May 6 and May 10.
- Assisted the Sheriff's Department with crime mapping and analysis.
- Assisted the Parks Department with acreage summaries for park properties.
- Continued to assist with the Land Records System upgrade project (review of estimated costs, budget, etc.).
- Held a GIS User Group meeting to help educate staff from various departments on the use of our GIS technology.
- Revised the Floodplain LOMA/LOMR editing procedure and began entering them into the GIS system.
- Revised the ESA Amendment GIS layer and set up a system to enter these changes into the system to better notify property owners and others of amendments to the environmentally sensitive area boundaries.
- Updated the Outdoor Warning Siren coverage area online map for Emergency Management (new sirens were added).
- Began the process of hiring another GIS Technician.
- Provided mailing lists to Administration and the Public Works departments. Assisted Public Works with process to allow them to create mailing address labels for specific areas (along roadways etc.) using our online GIS.
- Continued quality assessment of address data in the county.
- Assisted various communities with addressing information.
- Assisted with changes to zoning maps for various communities.
- Met with the Town of Humboldt to discuss a future land use map.
- Continued to assist Lynn Austin with historic map printouts.
- Continued maintaining the GIS system servers.
- Provided GIS data and other services for Northern Concrete Construction Inc., Northeast Asphalt Inc., Integrys, Via Rail Logistics, Golder Associates, New Horizon Ventures LLC, WSI Inc., Stiles & Kreuscher LLC, Buckeye Cablevision Inc., Wisdaf Company, Seeger Map, Day Property Management, RMS, First American Core Logic, Chicago Title Insurance Company, UW Stout, UWGB, UW Stevens Point, Wisconsin Department of Revenue,

Washington University in St. Louis, Superior Septic, Town of Scott, Village of Bellevue, Town of Lawrence, Town of Green Bay, Town of Eaton, Town of Pittsfield, Town of Scott, Town of Humboldt, and others.

- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Airport Economic Development
 - Presented the online GIS map and the draft maps for the Airport Economic Development Committee.
- Congestion Management Process
 - Completed field testing of CMP data collection devices.
 - Collected data on four different days for off-peak travel times.
- Bus Stop Study
 - Completed the data download from GFI for ridership information in February of 2014.
 - Completed data conversion of ridership data from txt files to xls files. Ridership data was then calculated in Excel.
 - Created 26 maps total. Two maps were made for each route. One map was to show weekday ridership per bus stop location while the second map was to show Saturday ridership per bus stop location.
- Roundabout Story Map
 - Gathered the last seven pictures of existing roundabouts.
 - Updated the roundabout dataset in GIS to include picture link URLs and additional data for future roundabout construction completion dates.
- Summer Intern
 - Coordinated and scheduled four interviews for student interns.
 - Coordinated with the Human Resources Department to select and hire a student intern.
 - Began training.
- Web updates
 - Posted the draft Title VI plan online.
 - Updated the TIP section of the transportation web page.
- Updated GIS Datasets
 - Updated the street centerline database with new roads and corrected intersections.
- Addressing
 - Assigned addresses as requested.
- Participated in the regular staff meetings held on the first and fourth Thursday morning.
- Attended the GIS User Group meeting on May 2.
- Attended the Airport Economic Development Committee meeting on May 8.
- Participated in the weekly MPO staff meetings held every Monday morning.

The recent major planning activities of Todd Mead, Planner I - Housing:

- Worked on and completed an environmental review for Kewaunee County.
- Closed an unsecured note and finalized closing documents in file.
- Attended a monthly Brown County Lead Prevention Coalition meeting.
- Attended a NeighborWorks Green Bay Community Reinvestment Committee (CRC) meeting. The committee members consist of loan originators from major financial institutions within our community and nationwide.

- Followed up with those CRC committee members to promote our program.
- Received a payoff on an existing Brown County Housing Rehabilitation Revolving Loan Fund (RLF) Housing Program and created a satisfaction to release the lien mortgage.
- Prepared a purchase closing for the Northeast Wisconsin Housing Rehabilitation Community Development Block Grant (CDBG) Loan Housing Program.
- Attended and closed a Northeast Wisconsin CDGB loan in Door County.
- Attended staff meetings as needed.
- Continued reviewing former Mutual Housing Authority's Oakhill and Elm Street properties to try to create an organized final RLF file for each property.
- Reviewed and finalized our scope of work bid document template for the CDBG and RLF programs.
- Continued to work on new applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new applicant files from Brown County RLF Program.
- Prepared and submitted nine bid documents to both RLF and CDBG applicants for future rehabilitation projects.
- Continued general outreach and marketing efforts for the RLF and CDBG-Housing Loan Programs.

The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):

- Bus Stop Study
 - Convert GFI data from txt files into xls files.
 - Create tables showing ridership for each Green Bay Metro bus routes and stops using the GFI data.
- Congestion Management Process (CMP)
 - Collect data for CMP highway and street segments using a GPS device.
- Roundabouts
 - Inventory existing roundabouts in the county and took photos of the roundabouts for website display.
- Participated in regular staff meetings held twice per month.
- Participated in regular MPO staff meetings every Monday morning.